



PATRICK OGAWA
ACTING EXECUTIVE OFFICER

COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

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MEMBERS OF THE BOARD

HILDA L. SOLIS
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SHEILA KUEHL
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MICHAEL D. ANTONOVICH

June 12, 2015

TO: Audit Committee

FROM: Patrick Ogawa
Acting Executive Officer

A handwritten signature in black ink, appearing to read "Patrick Ogawa", written over the printed name and title.

SUBJECT: REVIEW OF BOARD POLICY NO. 3.030

The Executive Office of the Board of Supervisors has conducted a sunset review of Board Policy No. 3.030: Inclusion Of Translation Service Telephone Numbers In All Public Notices. Based on our review, we recommend extending the sunset review date by four years without any substantive revisions. The Policy ensures that citizens who do not read and/or understand English and who receive important public notices from the County are also provided the contact information of a County employee who can translate the notice.

If you have any questions, please contact Twila P. Kerr at (213) 974-1431 or tkerr@bos.lacounty.gov.

PO:ll:cg

Attachment

c: Board of Supervisors
County Counsel



Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
3.030	Inclusion Of Translation Service Telephone Numbers In All Public Notices	05/07/91

PURPOSE

Ensures that citizens who do not read and understand English and who receive important public notices from the County are also provided with information on how to reach a person within County government who can translate the notice.

REFERENCE

May 7, 1991 Board Order, [Synopsis 10](#)

POLICY

All County departments shall include in all public notices a statement that directs the reader to a telephone number to call if the recipient wishes to obtain additional information or if the recipient needs the information translated into another language. This statement should be in Spanish and other languages, as needed.

The Executive Officer of the Board shall review all public notices that are given through the Executive Office to ~~insure~~ensure that the required statement is included in the notice.

RESPONSIBLE DEPARTMENT

Executive Office of the Board of Supervisors

DATE ISSUED/SUNSET DATE

Issue Date: May 7, 1991
Review Date: June 19, 2003
Review Date: August 16, 2007
Review Date: May 19, 2011
Review Date: June 12, 2015

Sunset Review Date: May 7, 2003
Sunset Review Date: May 7, 2007
Sunset Review Date: August 7, 2011
Sunset Review Date: August 7, 2015
Sunset Review Date: August 7, 2019